

Calhoun County Consolidated Dispatch Center Authority Governing Board
Tuesday, November 25, 2008

Members Present: Chris Simmons, City of Battle Creek
Brent Williams, City of Marshall
Sherriff Byam, Calhoun County Sherriff
Mike Herman, City of Albion
Representative-Elect Bolger, Calhoun County Board of Commissioners
Frank Peterson, AMSA

Also Present: Eric Miller, Mark Stuhldreher, Darby Prater

The meeting was called to order at 3:05p by Chairman Frank Peterson.

It was acknowledged that Alyce would not be present to act as recording secretary because of a pre-arranged vacation. Chairman Peterson will take minutes today, and the Board will still plan to appoint a new recording secretary before Alyce retires.

I. Consent Items

Motioned by Mr. Simmons, supported by Representative-Elect Bolger to accept the consent items, which include the excusing of Mr. Peet, Mr. Tsuchiyama, and Mr. Albaugh. All in favor.

II. Surcharge Funding Update

Mr. Mark Stuhldreher updated the Board on the surcharge receipts to date, and the process for distributing the funds to the three PSAPs. Mr. Stuhldreher explained that he was comfortable, based on the current receipts, that the Dispatch Board's original budget figures for the surcharge revenues is accurate. Mr. Stuhldreher expects to have the Dispatch Authority's portion of the revenue available for Authority expenses in early 2009; PSAPs will receive their first payment from the County in early December.

III. Technical Committee Update

Eric Miller stated that the Technical Committee had not met since the last Governing Board meeting; there will be no formal update today.

IV. Requests for Qualifications

Mr. Herman presented the proposed RFQ to the Board; it was unchanged from the draft version included in the meeting packets. Mr. Herman indicated that the form was modeled after Calhoun County's typical RFQ form. Brad Wilcox has offered to receive the completed responses and manage the RFQ process. It was agreed that the responses need to be within the Authority's adopted budget, but that the maximum bid should not be advertised on the RFQ. It was further agreed that any cap on the amount that we intend to spend on this service will be discussed at a later meeting. Mr. Herman explained that the RFQ includes a section that discussed the current status of the project so that potential responders are not spending time quoting services that we do not need. Mr. Williams said that it is a good idea to share the things that are already complete/decided but to not simply give a list of tasks needed to be completed by the consultant because there are some highly-qualified

consultants that will bid on the project that may be able to bring over-looked items to the forefront if we do not limit the scope of the services requested. It was agreed that the best to approach the potential service agreement with a consultant is to use a dollar-per-hour amount and ask the consultant to estimate the amount of time needed to get the Center ready to go; at that time we'll be able to evaluate the overall cost and the feasibility of using the consultant. It was motioned by Representative-Elect Bolger and supported by Mr. Simmons to authorize Mr. Wilcox to release the RFQ, as discussed, and to report back to the Board with the responses. All in favor.

V. MMRMA Quote

Chairman Peterson said that MMRMA's quote was not ready in time for the meeting; he hopes to have it before the next meeting, but the short week may push it back again.

With no further discussion, the meeting was adjourned at 3:25p.